



Cell Finance Manager M/F

Médecins Sans Frontières, an international medical and humanitarian association founded in 1971, provides medical assistance to communities faced with crises endangering their survival. These crises typically take the form of armed conflict but also include epidemics, natural disasters and even exclusion from healthcare. The French section of MSF is present in some thirty countries worldwide.

MSF is currently looking for a:

Cell Finance Manager M/F

Mission

THE PURPOSE

The financial manager participates in the implementation and adaptation of financial policies for his/her scope and is responsible for the proper budgetary and accounting management of resources (HR, Finance, Medicine, Stock, etc.).

MISSIONS AND ACTIVITIES

Under the hierarchical responsibility of the cell manager and the functional responsibility of the financial domain manager.

Main employment activities: As a member of the cell team:

- Participate in the development of program strategies
- Being involved in cross-functional projects
- Be in contact with other MSF sections for the sharing of local information, good practices
- Carry out an active search for institutional funding for the programs

Coordinate the implementation of the financial policy within the scope of the unit:

- Ensure the dissemination and compliance with financial policy, processes and tools and best practices
- Ensure the application of financial procedures
- Is responsible for the completeness and quality of the accounting of the programs of his cell
- Monitor the proper financial management of its scope
- Analyze and transmit to financial coordinators the specific financial issues of the countries for which he is responsible
- Be responsible for the implementation of financial policies in the countries for which he is responsible

Ensure the proper use of resources:

- Oversee and manage the development of the budget and budget revisions.
- Be responsible for transparency towards third parties (lessors, legal authorities, etc.).
- Provide economic and financial analyzes necessary for management (of departments and operational missions).

Set up financial projects:

- Coordinate and implement financial projects

Be responsible for the production of financial information:

- Produce reliable financial statements for internal (closing, budget, etc.) and external (lessors, auditors, etc.)

Functionally manages the teams in the field within its scope: COFIRH, COFIN

- Supervise, advise and support financial coordinators

- Participate in the orientation and evaluation of their work in collaboration with the head of mission
- Provide briefings and debriefings for COFIRH, COFIN
- Participate in coordinator briefings and debriefings

Transmission of skills:

- Participate in the definition and implementation of training
- Capitalize on information about its scope
- Monitor and evaluate the deployment of new practices or equipment in its missions
- Participate in CoFiRH training in the field or during international sessions
- Participate in the development of people in the field in the field of finance and in the identification of future executives
- Participate in the selection of financial coordinators for the cells for which he is responsible

Professional skills

Experience :

- Experience in the private sector in positions of responsibility in the fields of finance, accounting and auditing is an asset.
- Experience as a Financial and/or HR Coordinator is mandatory. MSF experience is an asset.

Skills:

- Master the rules and techniques of general accounting.
- Excellent command of Excel,
- Accounting software practice
- Interest in humanitarian and medical operations
- Ability to analyze data and to link activities and resources.
- Ability to manage teams, train, and learn.
- Listening quality.

Required qualities

Specifics of the position

Contractual terms :

Employment period: 3 years commitment (renewable)

Salary conditions:

- Level 08 MSF-UAE Function Grid
- Monthly Salary: AED 29203.49 (Basic: 20,859.64+ Housing: 6,257.89+ Transport: 2,085.96)
- Annual Flight Ticket
- Comprehensive Medical Insurance
- Educational Subsidy for recognized dependents (children who are resident in the UAE)

Relocation Details:

- Temporary Housing: 1 Month Hotel Accommodation (in hotels with MSF corporate deal): 1 bedroom (alone); 2 bedrooms accommodation (when accompanied by family)
- Travel Expenses: Flight Ticket (to and from)

- Lump Sum Relocation Allowance

Location:

- Dubai, UAE

- Frequent travels between fields and head quarters

Position to be filled: As soon as possible

Deadline for application : 03/Jan/2025

Type of Contract : Fixed-term contract

Contract length : 36 months

Salary (€) : AED 29203.49

Deadline for submitting applications : 03/01/2025

Médecins Sans Frontières - France